

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

ITE&C Department - Constitution of Committee for Weekly & Monthly reviewing of eDistrict MMP - Orders – Issued.

INFORMATION TECHNOLOGY ELECTRONICS & COMMUNICATIONS DEPARTMENT (Portal wing)

G.O. RT. No. 211

Dated:16-12-2013

Read the following:

Contract agreement(s) signed with all L1 selected vendors for eDistrict MMP.

ORDER

e-District is one of the 31 MMPs under NeGP, with the Department of Information Technology (DIT), Government of India (GoI) as the nodal Department, to be implemented by State Government or their designated agencies. This MMP aims at electronic delivery of identified high volume citizen centric services, at district and sub-district level, those are not part of any other MMP. Cabinet Committee on Infrastructure has approved the Scheme for National Roll-out of e-District Mission Mode Project to be implemented in all the districts of the country. DeitY accorded administration approval for the implementation of e-District project for Rs. 6143.85 lakhs.

2. For eDistrict MMP, AP Technology Services Ltd., (APTS) is the State Designated Agency (SDA). Government of India identified M/s Accenture as National Project Monitoring Unit (NPMU) for the State of AP. State has established State Project Monitoring Unit (SPMU) in ITE&C Department. Contract awarded to all the selected Vendors of Hardware Procurement, Application Development, Data Digitization, Documentation Management system after taking necessary approvals.

3. For a speedy implementation and to review the progress weekly & monthly of eDistrict Mission Mode Project, Government of Andhra Pradesh hereby constitute committees with the following composition :-

Monthly review meeting Committee

1	Secretary , ITE&C Department	Chairman
2	Spl Secretary, ITE&C Department	Member
3	Director (Communications), ITE&C Department	Member
4	Managing Director, APTS	Convener-Member
5	Director Electronic Service Delivery	Member
6	State eGovernance Mission Team(SeMT) Head	Member
7	NIC Coordinator	Member
8	Representatives from NPMU / SPMU	Member
9	Representatives from SeMT	Member
10	Project Implementation Unit (PIU) <ul style="list-style-type: none">• GM / Manager APTS handling the specific component of the project• Application Developer• Digitization Vendors• DMS Vendor• Hardware Vendor	Member(s)
11	Any other person as deemed fit by Secretary	Member

PTO

Weekly review meeting committee

SI No	Weekly	Role
1	Spl Secretary	Administrative Coordinator
2	NIC Coordinator	Technical Coordinator
3	MD APTS/Representative	Nodal Agency
4	Director ESD/Representative	
5	SeMT Head	Member
6	NPMU/SPMU	Member
7	SeMT Member (s)	Member
8	Project Implementation Unit (PIU) <ul style="list-style-type: none"> • GM / Manager APTS handling the specific component of the project • Application Developer • Digitization Vendors • DMS Vendor • Hardware Vendor 	Member (s)

4. Terms of Reference for weekly review meeting of eDistrict MMP

a) The meeting would be scheduled once in a week on every Friday. SPMU shall keep the attendance track and prepare and circulate Minutes of Meeting, to all the stake holders. In case any scheduled day turns out to be a non-working day, then the meeting would be postponed to the immediate next working day. MD APTS shall ensure that all the non-official members are attending the meeting.

b) Course of meeting:

- Brief address by Administrative Coordinator/Technical Coordinator.
- SPMU shall present the status of Service development & issues there in.
- MD APTS / Representative shall present status of Hardware delivery, installation and process of digitization & issues, if any.
- SPMU would review the same and update the Administrative Coordinator/Technical Coordinator with their reviews and concerns. It is the responsibility of SPMU to update and apprise the Coordinators with the actual status.
- Administrative Coordinator/Technical Coordinator then would analyze and provide instructions action items to the concerned. They also would evaluate the action items of the previous week and take necessary actions.

c) Role in the meeting:

- i) **Administrative Coordinator** - Moderates the meeting. Provide support & guidance and evaluate all the administrative issues/concerns. Also responsible for ensuring that the action items of previous meetings are followed and fulfilled by concerned stake holders. Administrative coordinator can take necessary action on stake holders in case they fail to perform the tasks assigned.

- ii) **Technical Coordinator** - Moderates the meeting. Provide support, guidance and evaluate all the technical issues/concerns. Also responsible for ensuring those action items of previous meetings are followed and fulfilled by concerned vendors.
- iii) **MD APTS** – MD APTS should conduct a detailed review every week with the Digitization, DMS and Hardware vendors, prior to weekly meeting, to ensure that project is on track. MD APTS is responsible for reviewing and approving the PIU project plan and progress prior to Weekly meeting. The approved plan should be shared, by MD APTS, with *Administrative Coordinator/Technical Coordinator* prior to weekly meeting.
- iv) **SeMT head** - Responsible for providing technical guidance.
- v) **SPMU** - Responsible for monitoring and reviewing the work of Vendors and apprising the committee about the same.
- vi) **NPMU** – Review SPMU deliverables, action points and have continuous overview of the project, duly flagging all implementation issues to both the committees
- vii) **Project Implementation Unit (PIU)** - - Responsible for presenting action plans, schedules and issue resolution plans. Also responsible for responding to SPMU reviews. During the meeting, they can highlight the issues/concern they face and seek This unit would consist of Project Manager/Key members each from APTS, Data Digitization Vendor, Application Developer vendor, Hardware vendor and DMS. This team has to present the project plan regularly during the meeting. It is mandated that this team meet and plan the presentation before attending the weekly meeting. The plan should cover, in detail, the status of hardware installation & maintenance, DMS installation status and maintenance and Digitization process details and updates in the format desired by the Administrative Coordinator/Technical Coordinator. The plan should be approved by MD APTS and should be shared with Administrative Coordinator/Technical support from ITE & C Coordinator prior to meeting.
- viii) **SeMT** - Support SPMU in implementation & monitoring the project

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SANJAY JAJU
SECRETARY TO GOVERNMENT

To
All members of the Committee

Copy to
PS to Secretary to Government

//FORWARDED BY ORDER//

SECTION OFFICER